Department of Veterans Affairs
Decentralized Hospital Computer Program

PROSTHETICS

SECURITY GUIDE

Sensitive Information

Version 3.0

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Preface

This guide discusses security measures relating to the Prosthetics DHCP package.

Introduction

The Decentralized Hospital Computer Program (DHCP) Prosthetics package automates many functions for Prosthetics. The Record of Prosthetics Service (VA Form (VAF) 10-2319), and the appropriate VAF 4-1358 obligation, are updated at the time of purchase (entry into the computer) of the item or service provided to the veteran. This update is accomplished through direct links to IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting and Procurement) and the Electronic Patient VAF 10-2319. Purchasing is simplified by entering the information only once into the computer and letting it update your 1358 account balances and VAF 10-2319. The Prosthetics package automates the tracking of appliances and services issued, suspense records, correspondence to veterans and vendors, and scheduled meetings and home/liaison visits. It also provides counts for AMIS and generates code sheets for segments 120-121, and 122-131/139.

Purchasing Module

Purchasing interfaces with IFCAP into the IFCAP 1358 module. Forms printed include Prosthetics Authorization and Invoice (VAF 10-2421), and Authority to Exceed Amount on Service Card (Form Letter (FL) 10-55). For tracking transactions associated with purchasing, Prosthetics will accommodate Prosthetic Service Card Invoice (VAF 10-2520), No-Form, Pickup/Delivery Charges, Request for Estimate (FL 10-55), and Patient Notification Letter.

Electronic Record of Prosthetic Services Module

The Record of Prosthetics Services, VAF 10-2319, is fully incorporated into DHCP, displayed in multiple terminal screens. Appliances and services issued are automatically recorded to the electronic VAF 10-2319 when purchases are obligated or issued from stock. In addition, Prosthetic Service Card (PSC), Clothing Allowance, Auto-Adaptive Equipment, Patient Correspondence, and other patient data, are recorded and displayed within the electronic VAF 10-2319 module. This is the module that provides the basis for AMIS (Automated Management Information System) reports.

AMIS Module

This module calculates the new and repair work sheets based on the information collected in the electronic VAF 10-2319 file.

Inventory Module

Inventory is linked to the Generic Inventory package (GIP). Each station has the option to activate GIP.

Correspondence Module

Letters to patients are generated from this module. Denial letters are counted on AMIS automatically when end-of-quarter AMIS reports are run.

Scheduled Meetings and Home/Liaison Visits Module

Appointment information for Prosthetics Clinics may be pulled over into VAF 10-2527 to be printed as Appointment Roster and Action Sheets. Home/liaison visits may also be entered and printed in this module. All appointment visits and home/liaison visits will be calculated on AMIS at the end of the quarter.

Prosthetic Lab Module

The Prosthetic Lab module automates the Request and Receipt for Prosthetic Appliances or Services (VAF 10-2529-3) which is used to maintain a consolidated record of prosthetic services furnished to eligible veterans. This includes activities at Orthotic Laboratories, Restoration Laboratories, Shoe Last Clinics, Wheelchair Repair Shops, National Foot Centers, and the Denver Distribution Center.

Entitlement Module

Information collected by Medical Administration Service (MAS) to determine eligibility of benefits to the veteran is displayed in this module. Patient data includes name, social security number, date of birth, address, remarks, temporary address, phone, sex, next of kin, military service, eligibility status, verification of eligibility, disability ratings, diagnostic codes, admission date, discharge date, type of discharge, clinic enrollment, and pending appointments.

Prosthetics Security

Prosthetics deals extensively with patient records information and accounting data. Normal security measures at your facility apply.

The Chief, Prosthetics Service should be assigned the RMPR OFFICIAL menu along with all the RMPR security keys which are discussed in greater detail below.

Other employees may also be assigned the RMPR OFFICIAL or RMPR CLERK menus, and the appropriate keys for the required level of access according to their job assignment.

Five security keys are exported with Prosthetics. The keys and what options or actions they control are as follows:

> **RMPRSUPERVISOR :**
> Close Out [RMPR CLOSE-OUT]
> Enter/Edit Prosthetics Item Master [RMPR ADD ITEM MASTER]
> IFCAP Utilities [RMPR VEN/ITEM]
> Print All Prosthetic Items [RMPR PRINT ALL ITEMS]
> Complete Form 2529-3 [RMPR 10-2937a]

> **RMPRMANAGER :**
> Enter/Edit Site Parameters [RMPR SITE MENU]
> Enter/Edit Station Site Parameters [RMPR SITE PARA]
> Purge Obsolete Data [RMPR PURGE MENU]
> Add/Edit Correspondence Skeleton Letter [RMPR CORR EDIT]

> **RMPR LAB ADMIN:**

This key is for the Prosthetic Treatment Center administrative users. The holder of this Key will receive vital e-mail messages when a purchasing transaction associated with the lab has been canceled, or closed by either the Lab or the Administration Section. Since the receipt of this mail is so critical, the EP has decided to deliver it based on this key instead of relying on a Mail Group. The mail is mandatory, and is not up to the users to decide if they want it delivered or not.

> **RMPR LAB MENU**
> Prosthetic Lab Menu [RMPR LAB MENU]

> **RMPR LAB SUPERVISOR**
> Assign 2529-3 to Technician [RMPR 2529-3 ASSIGN]
> Generate Worksheet 10-2937a [RMPR 10-2937a]

Holders of the RMPR LAB ADMIN and RMPR LAB SUPERVISOR security keys will be sent a message when a 2421 Request for Work Order has been initiated, returned to the Lab, canceled, delivered, or is awaiting approval.

One security key from the IFCAP package is used with Prosthetics. The PRCHZ REV is a reverse lock for the Item File Edit option (PRCHPC ITEM EDIT).

Prosthetics Purchasing agents can function fully as independent users of the Prosthetics package without the RMPRSUPERVISOR key, but they will not be able to complete a purchase if the vendor or item they select is not in the appropriate file. RMPRSUPERVISOR enables users to add/edit entries in the IFCAP ITEM MASTER and VENDOR files. It is strongly urged that this key be given to Prosthetics users who frequently purchase equipment and supplies for patients. A&MM Service should be notified that Prosthetics Service has access to these files, and local training for adding/editing these files may need to be provided.

Prosthetics Laboratory personnel need the RMPR LAB MENU key in order to access the Prosthetics Lab menu. Assigning a VAF 10-2529-3 to a technician and generating MIS worksheets are limited to users with the RMPR LAB SUPERVISOR key. VAF 10-2421s may be completed by users assigned the RMPR LAB ADMIN key.

Electronic signatures are used in the Process Form 2529-3 menu option. Individuals who have the authority to approve actions have an electronic signature code. Electronic signature codes are edited in the User's Toolbox. This code is required before the documents pass on to a new level for processing or review. Like the access and verify codes used when gaining access to the system, the electronic signature code will not be visible on the terminal screen.

The modification of Class I DHCP software data dictionaries is restricted to the adding of new data elements (station number multiplied by 1000) and to the creation of input/output templates (namespace concatenated to a Z) necessary to meet the specific needs of the local facility.

PROSTHETICS SECURITY SYSTEM

VA FileMan Accessible Files

If your Medical Center has run Part 3 of the Kernel installation, assign your Prosthetics users the following file access:

PROSTHETICS FILEMAN ACCESSIBLE FILES

FILE	NUMBER	DD ACCESS	RD ACCESS	WR ACCESS	DEL ACCESS	LAYGO ACCESS
REC PROS APPL/REP	660	N	Y	Y	N	Y
PROS RTN/ CONDEMN	660.1	N	Y	Y	Y	Y
PROS ITEM MASTER	661	N	Y	Y	N	Y
PROS DISAB CODE	662	N	Y	N	N	N
PROS AMIS CODES	663	N	Y	N	N	N
ACT NEW/ REP WS TOT	663.2	N	Y	Y	N	Y
PROS DISAB W.S.	663.3	N	Y	Y	N	Y
PROS APPT W.S.	663.4	N	Y	Y	Y	Y
PROS 1358	664	N	Y	Y	Y	Y
PROS 2529-3	664.1	N	Y	Y	Y	Y
PROS WORK ORDER	664.2	N	Y	Y	Y	Y

PROSTHETICS FILEMAN ACCESSIBLE FILES

FILE	NUMBER	DD ACCESS	RD ACCESS	WR ACCESS	DEL ACCESS	LAYGO ACCESS
PROS LAB HRS DATE	664.3	N	Y	Y	Y	Y
PROS LAB/ REST WS	664.4	N	Y	Y	Y	Y
PROS PATIENT	665	N	Y	Y	N	Y
PROS HOME/ LIAISON VISITS	665.1	N	Y	Y	Y	Y
PROS LETTER	665.2	N	Y	Y	N	Y
PROS LTR TRANS	665.4	N	Y	Y	Y	Y
VEH OF RECORD	667	N	Y	Y	N	Y
PROS AUTO AD EQUIP	667.1	N	Y	Y	N	Y
AUTO AD MANUFAC	667.2	N	Y	Y	N	Y
VOR TRANS	667.3	N	Y	Y	Y	Y
PROS SUS	668	N	Y	Y	Y	Y
PROS LAB WO #	669.1	N	Y	Y	N	Y
PROS SITE PARA	669.9	N	Y	Y	Y	Y

VA FileMan Access Codes

VA FileMan Access Codes have been assigned to the Prosthetics files. The at-sign (@) code restricts action unless the user is assigned the programmer access code "@".

PROSTHETICS FILEMAN ACCESS CODES

FILE	NUMBER	DD ACCESS	RD ACCESS	WR ACCESS	DEL ACCESS	LAYGO ACCESS
REC PROS APPL/REP	660	@			@	
PROS RTN/ CONDEMN	660.1	@				
PROS ITEM MASTER	661	@			@	
PROS DISAB CODE	662	@		@	@	@
PROS AMIS CODES	663	@		@	@	@
ACT NEW/ REP WS TOT	663.2	@			@	
PROS DISAB W.S.	663.3	@			@	
PROS APPT W.S.	663.4	@				
PROS 1358	664	@				
PROS 2529-3	664.1	@				
PROS WORK ORDER	664.2	@				

PROSTHETICS FILEMAN ACCESS CODES

FILE	NUMBER	DD ACCESS	RD ACCESS	WR ACCESS	DEL ACCESS	LAYGO ACCESS
PROS LAB HRS DATE	664.3	@				
PROS LAB/ REST WS	664.4	@	@	@	@	@
PROS PATIENT	665	@			@	
PROS HOME/ LIAISON VISITS	665.1	@				
PROS LETTER	665.2	@			@	
PROS LETTER TRANS	665.4	@				
VEH OF REC	667	@			@	
PROS AUTO AD EQUIP	667.1	@			@	
AUTO AD MANUFAC	667.2	@			@	
VOR TRANS	667.3	@				
PROS SUSP FILE	668	@				
PROS LAB WO #	669.1	@		@	@	@
PROS SITE PARA	669.9	@				